

PROPERTY EVIDENCE UNIT

QUICK REFERENCE PACKAGING GUIDE



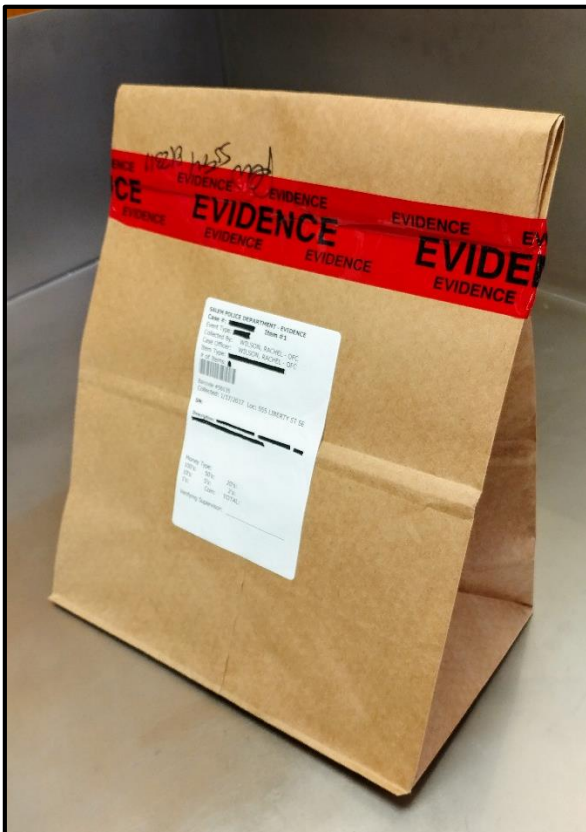
SECTION I GENERAL

This guide is to be used to quickly reference packaging procedures. Detailed instructions are available in the Packaging Manual Directive 11.02.

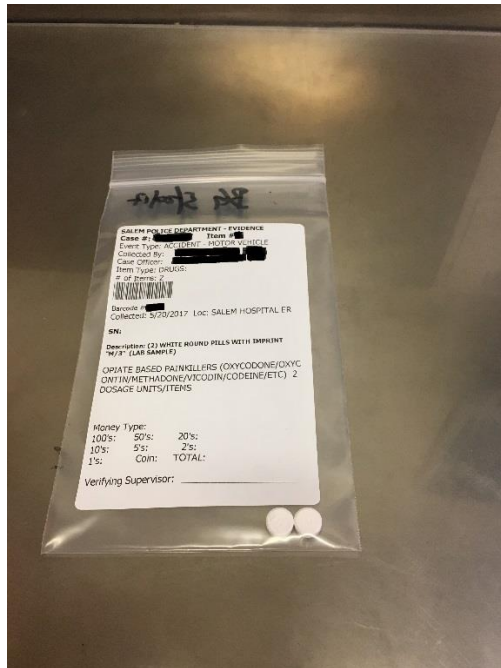
SECTION 2 GENERAL EVIDENCE HANDLING

1. EVIDENCE PACKAGING TYPES AND USES

- Paper bags or envelopes - Any biological material that includes marijuana, psilocybin mushrooms, blood, or semen stained items, condoms, etc. Whenever possible, package items to be processed for latent prints in paper.

A photograph of a completed 'Salem Police Department EVIDENCE/PROPERTY ENVELOPE' form. The form is white with black text and is placed on a red background. It contains the following information: 'Case #', 'ITEM #', 'EVIDENCE/PROPERTY ENVELOPE', 'LOCATION FOUND:', 'PROPERTY SEIZED FROM:', 'SALEM POLICE DEPARTMENT - EVIDENCE', 'Case #: Item #1', 'Event Type:', 'Collected By: WILSON, RACHEL - OFC', 'Case Officer: WILSON, RACHEL - OFC', 'Item Type:', '# of Items: 3', 'Barcode #56135', 'Collected: 1/17/2017 Loc: 555 LIBERTY ST SE', 'SN:', 'Description:', 'Money Type:', '100's: 50's: 20's:', '10's: 5's: 2's:', '1's: Coin: TOTAL:', and 'Verifying Supervisor:'. The form is partially obscured by red tape on the left and right sides.

- Plastic bags or ziplocks –
Non-biological items: film, photos, print cards,
lab samples. (See Section 5 Controlled Substances and TB 16-04 for detailed instructions on packaging lab samples.)



****Remember to place initials across the seal**

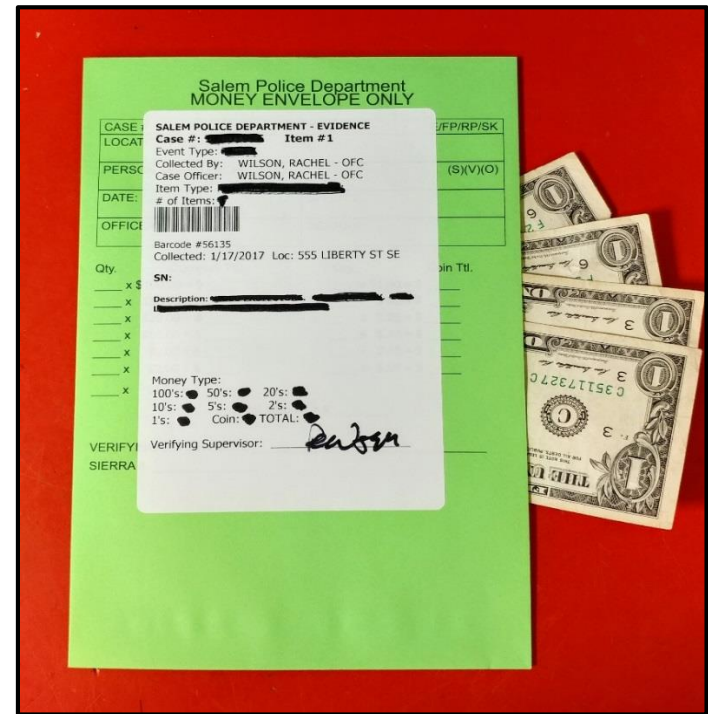
- Metal cans - Flammables and other items producing noxious fumes.



- Plastic containers - Syringes, sharp objects, pipes, etc. Be sure to place the label on the tube correctly, **so the label does not overlap the evidence tape** or it will get rejected. Also please make sure the barcode is on a flat portion of the tube. (See pictures below).

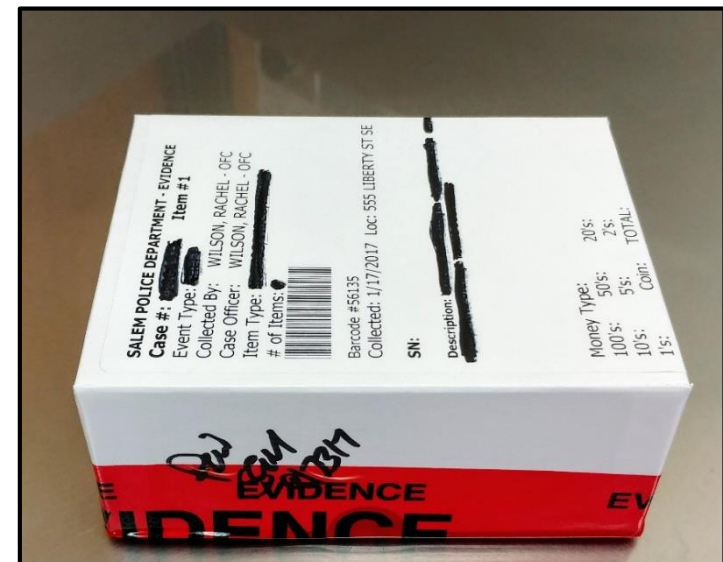


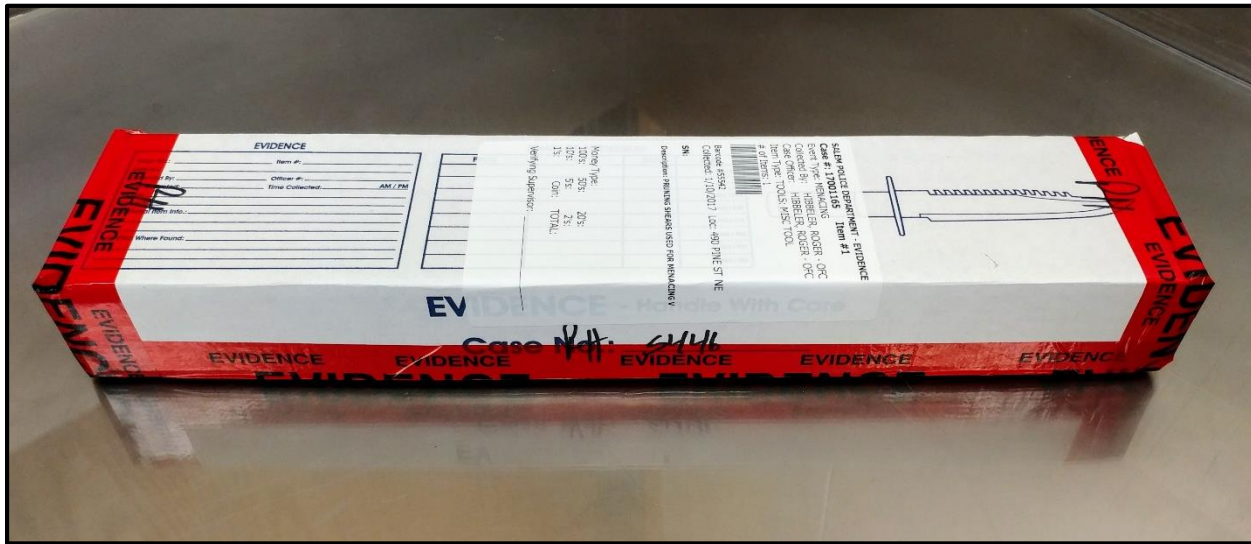
- Money Envelopes - Specific for US currency, requires supervisor signature, assuring the verification on the count



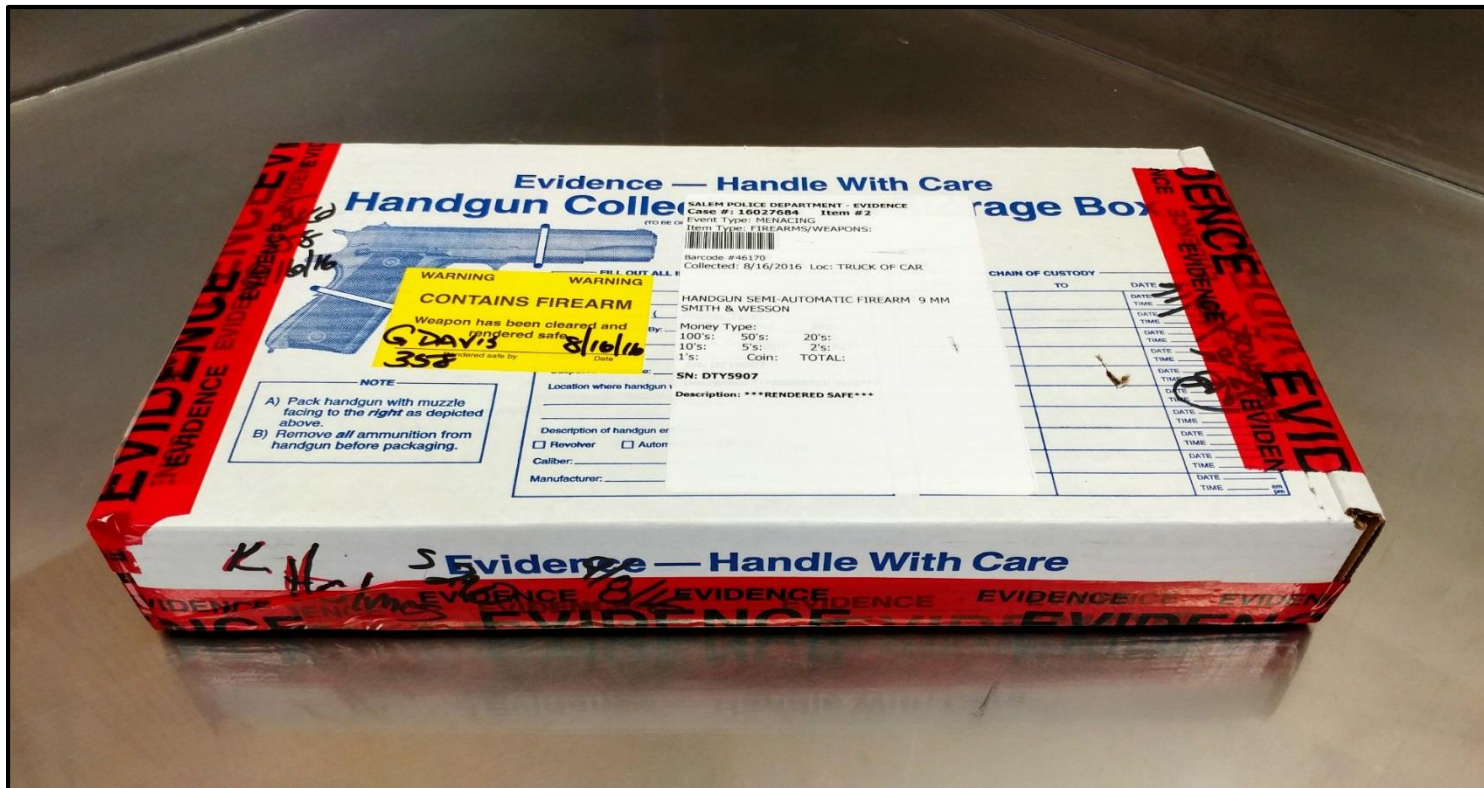
- Cardboard Boxes - Firearms, knives, large pieces of plate glass, a piece of flooring with a shoe print, etc. The cardboard offers protection from sharp edges and the depth of the box protects the surface of the evidence from rubbing.

A small box used for: glass objects, razors, etc.



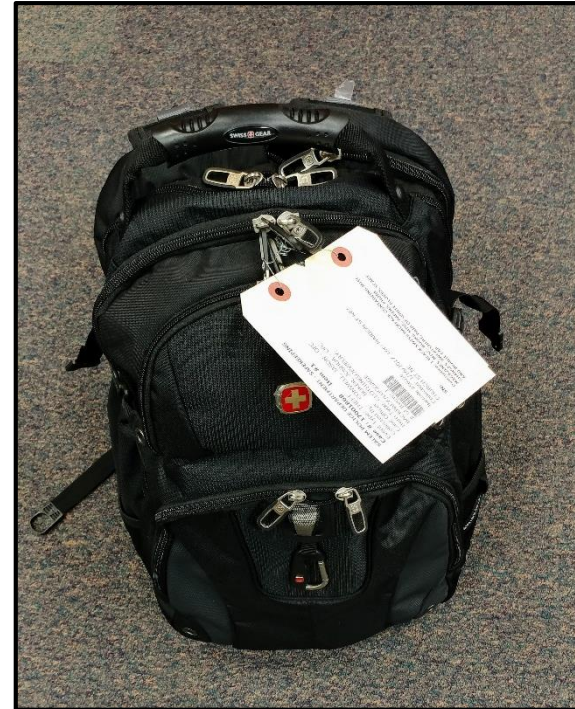


A knife box used for: knives or objects of medium size requiring protection.



A properly packaged handgun

- Tags - Large items that won't fit in bags. Property for safekeeping. Ensure tags include all the necessary information. See the Evidence Packaging Manual for details.



- Paper fold - Trace evidence, i.e. hairs, fibers, minute glass particles, paint chips, residue amounts of powder drugs, etc. Place inside a larger paper envelope. See how-to for paperfolds.

- Glass vials - Liquid drug samples, syringe contents, samples from clandestine laboratory, etc.



- Drug Envelopes – Narcotic evidence. Not for lab samples.

Salem Police Department
DRUG ENVELOPE ONLY

ITEM # _____

WHERE FOUND: _____ FIELD # _____

SEIZED FROM: _____

SALEM POLICE DEPARTMENT - EVIDENCE
Case #: _____ **Item #1**
Event Type: _____
Collected By: WILSON, RACHEL - OFC
Case Officer: WILSON, RACHEL - OFC
Item Type: _____
of Items: _____

☐ MARIJUANA
☐ METHAMPH
☐ HEROIN
☐ COCAINE
☐ ECSTASY
☒ METHADONE
☒ OXYCODONE
☐ OTHER _____

Barcode #56135
Collected: 1/17/2017 Loc: 555 LIBERTY ST SE

SN: _____
Description: _____

Money Type:
100's: _____ 50's: _____ 20's: _____
10's: _____ 5's: _____ 2's: _____
1's: _____ Coin: _____ TOTAL: _____

Verifying Supervisor: _____

OF PILLS _____

2. EVIDENCE PACKAGING LABELS AND USES

Some types of evidence must also be labeled with a specific color-coded sticker. Ensure the sticker is placed adjacent to the evidence label and

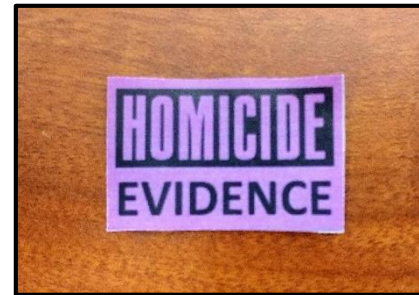
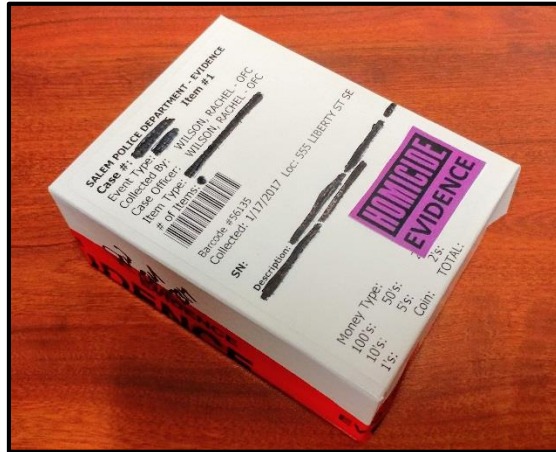
- Biohazard Evidence – Must be labeled with an orange “biohazard” sticker.



- Firearms – Must be labeled with a yellow “rendered safe” sticker.



- Homicides – Must be labeled with a purple “homicide” sticker.
- Homicide evidence needs to be marked with purple “Homicide” stickers.

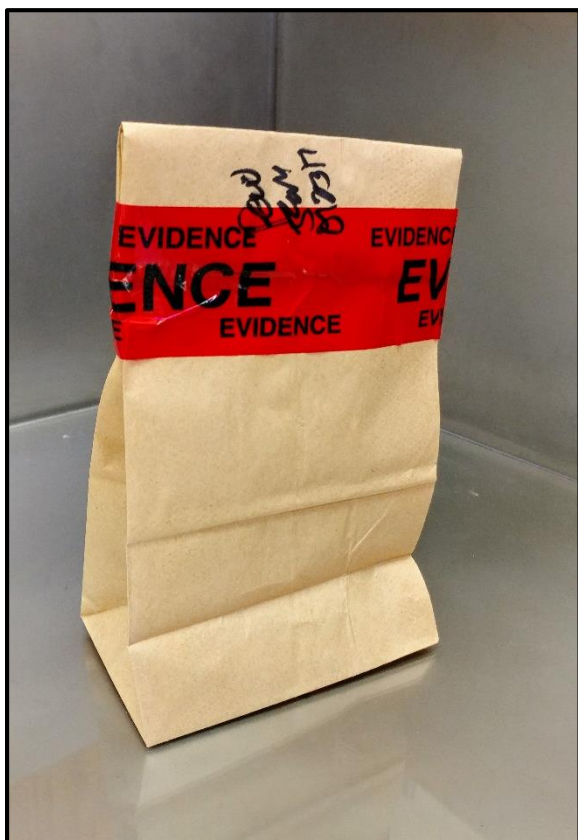


- Sex Offenses – Must be labeled with a pink “sex offense” sticker.



SEALING EVIDENCE

ACCEPTABLE

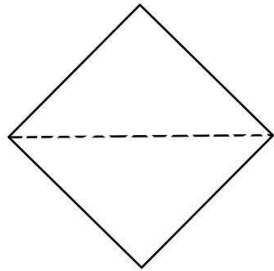


UNACCEPTABLE

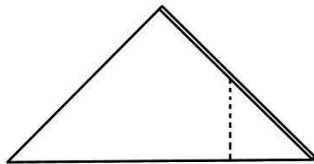


PAPERFOLDS

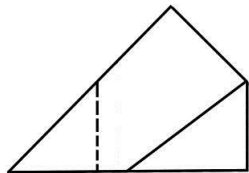
Paperfolds are used to contain trace evidence. They prevent the trace evidence from escaping evidence packaging.



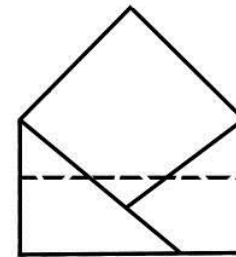
1. Fold a square piece of paper into a triangle. If using a rectangular piece of paper, make the same fold as above and then cut off the excess.



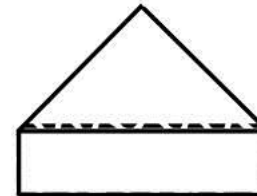
2. Take one corner at the folded edge and bring the corner just past the center point, keeping the two folded edges together.



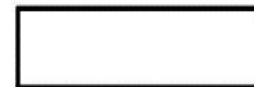
3. Take the second corner at the folded edge and bring the corner just past the center point on the opposite side, keeping the two folded edges together.



4. Bring all folded edges up together to the point where the top of the paper starts to angle.



5. Take the top center point and tuck into the opening created by the folded edges.



6. Fold and tape seal along this opening.

SECTION 3

ARSON EVIDENCE

- Use airtight containers. **Unused, clean metal paint cans are preferred.** Lined or unlined cans work equally as well, but the lined cans will not rust through over time. Heat sealed bags specifically manufactured for flammable evidence collection may also be used. When these bags are used, submit an unused bag as a control. Contact CIS to access arson evidence bags.
- Do not use paper bags (these allow volatile liquids to escape).
- Do not put gloves (used by the investigator while collecting evidence) in the container with the evidence. Throw them away. Fresh gloves should be used for each evidence sample.
- Seal each collected item separately and securely.



SECTION 4 BIOHAZARDOUS EVIDENCE

Refer to the Packaging Manual for handling and packing instructions. Biohazard evidence will be marked with a biohazard label.

SYRINGES

- Unneeded syringes will be discarded into approved sharps containers only.
- Syringes submitted as evidence will be placed inside plastic syringe holders. The plastic holder can then be sealed and labeled or the holder could be placed into a larger envelope. The crime lab and Property Control will only accept syringes packaged in plastic syringe holders.



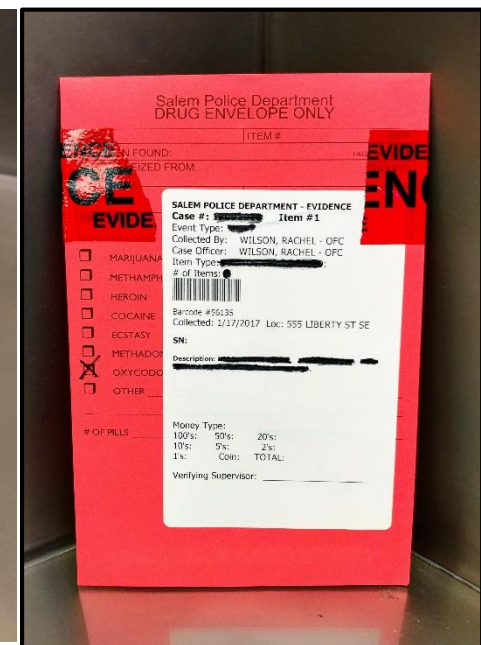
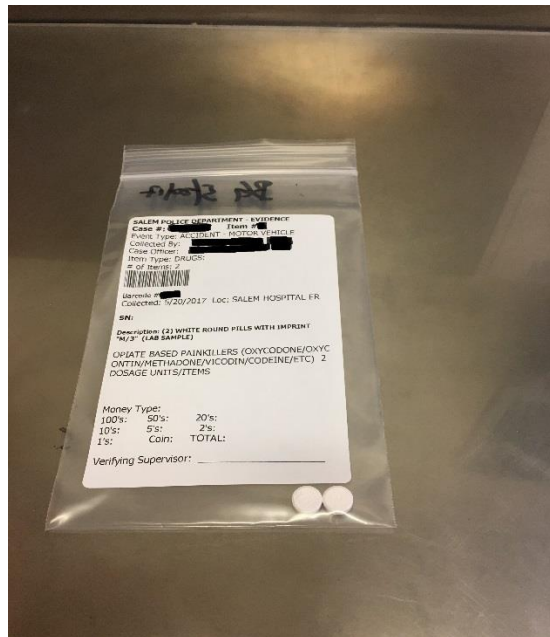
DEPLOYED TASER PROBES

Deployed Taser probes will be inserted into a sharps tube, and sealed properly before being placed into evidence bags. If the probes were removed from a person, a biohazard sticker will be placed on the evidence bag.

SECTION 5

CONTROLLED SUBSTANCES

- Remove extra packaging.
- Do not submit syringes unless it is the only form of PCS evidence.
- Weigh each packaged substance individually.
- Separate drugs by type.
- Record the total weight with packaging in grams.
- Residue is listed as weighing 0.001 grams, no matter the size.
- Count pills. Record the total number.
- Separate 2 pills/ capsules and/or tablets for the lab to test. Must be heat sealed in a clear plastic bag. Create a separate evidence item. Mark as "Lab Sample". Be sure to put your initials across the seal. (See TB 15.12)
- Separate drugs from paraphernalia for packaging.
- Label evidence with specific offense (PCS, DCS, MCS)



SECTION 6

CURRENCY AND VALUABLES

A supervisor must initial each evidence package that contains currency or valuables along with the submitting officer. See Directive 11.03, Money Directive for further detail on the handling of currency.

- The denominations should be described and the amount totaled on the face of the currency envelope.
- Monies taken from multiple suspects involved in one case is booked into evidence using separate property envelopes and evidence numbers.
- All seams on the currency envelope shall be sealed with evidence tape and initialed by the booking officer.
- Coin wrappers may be appropriate for large sums of coins.
- The package must be labeled with the owner's information. (I.E. Suspect's name, victim, bank, ect.)
- Items needing fingerprint or biology exams must be packaged in paper, not plastic.
- Items of value, such as jewelry, will be packaged in clear plastic bags when possible. Each jewelry item will be packaged separately.

The image shows a green evidence envelope from the Salem Police Department. A white label is affixed to the front, containing the following information:

**Salem Police Department
MONEY ENVELOPE ONLY**

SALEM POLICE DEPARTMENT - EVIDENCE
Case #: [redacted] Item #1

Event Type: [redacted]
Collected By: WILSON, RACHEL - OFC
Case Officer: WILSON, RACHEL - OFC
Item Type: [redacted]
of Items: [redacted]

Barcode #56135
Collected: 1/17/2017 Loc: 555 LIBERTY ST SE

Qty. _____
x \$ _____
x _____
x _____
x _____
x _____
x _____

SN: _____
Description: _____

Money Type:
100's: • 50's: • 20's: •
10's: • 5's: • 2's: •
1's: • Coin: • TOTAL: •

Verifying Supervisor: [signature]

SIERRA

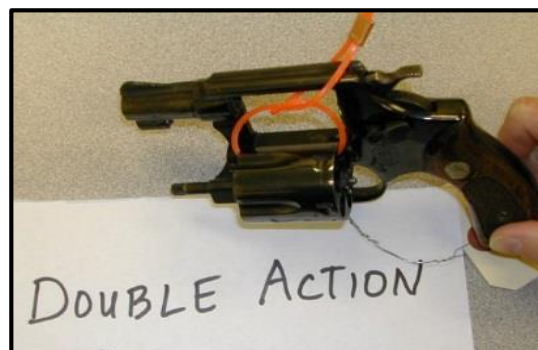
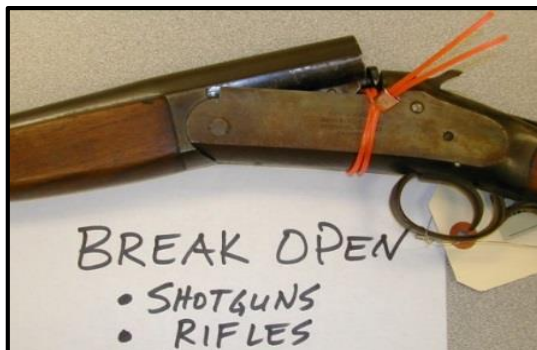
To the right of the envelope, several US dollar bills are visible, including a \$100 bill and several \$20 bills.

SECTION 7 FIREARMS

- Never insert anything into the barrel of a firearm.
- Minimize handling because it is possible to recover latent prints from firearms and ammunition.
- Do not remove cartridges from magazines, however, do remove the magazine. Ensure magazines and recovered ammunition are both submitted with the firearm. Ammunition will be packaged separately (for storage) from firearms.
- Absent special circumstances, recovered firearms and ammunition components should not be physically marked in any manner. Label the packaging instead.
- Make note of the position of the cylinder before opening the cylinder of a revolver and make note of the position of fired and unfired cartridges in the cylinder. Take photos.
- Any evidence with possible blood or body fluids should be air-dried, then packaged in paper bags, envelopes, or cardboard boxes labeled as containing a biohazard. It is preferred that a "BIOHAZARD" label is attached.
- All firearms will be checked for stolen by the submitting officer
- All firearms must be checked that they are rendered safe by the submitting officer and one other officer.

DIRECTIONS FOR THE PACKAGING OF FIREARMS

1. Ensure the weapon is unloaded and made safe. Remove the magazine. Lock the weapon to the rear and insert cables ties through the open action and magazine port in order to make the weapon inoperable. For a revolver, insert a cable tie through the cylinder.



2. Assemble a department approved box. You may cut the box to size if too large. Ensure the box will still close appropriately.
3. Place the weapon in the box, with the muzzle facing the direction indicated on the box. Secure into place with zip ties.



4. Close the box and using evidence tape, secure the box along the edges. Write your initials, sierra number and the date across the evidence tape.
5. Ensure the box is labeled with the required information.
6. Adhere a "Rendered Safe" label to the box and ensure it is initialed by another officer.



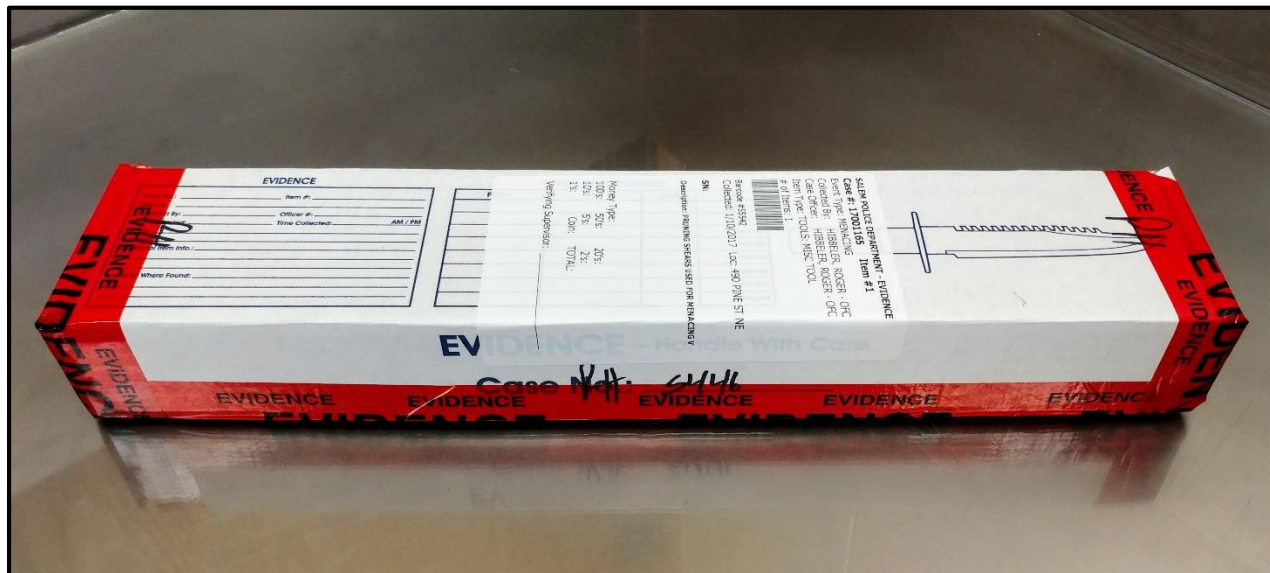
A properly packaged handgun

SECTION 8

KNIVES AND SHARP OBJECTS

KNIVES SUBMITTED AS EVIDENCE

- All knives submitted as evidence will be packaged in an approved knife box.
- The knife will be opened by the officer if it is of the folding/ switchblade/ spring assisted variety.
- Secure the knife inside the box using cable ties.
- Close and seal the box. Label the box clearly for what is contained inside.



KNIVES SUBMITTED AS SAFE KEEPING

- Knives submitted as safe keeping or for other purposes other than probative, are not required to be boxed, unless they have a fixed blade and do not have a sheath. A fixed blade without a sheath should be packaged in a box.
- Folding / switchblade / spring assisted style knives can be taped closed and then packaged in an envelope.
- Fixed blade knives with a sheath may be taped securely into the sheath and then packaged in an envelope or paper bag.



RAZOR BLADES

- Objects with sharp edges that could puncture skin or may rip through other forms of packaging material will be packaged in a box, a sharps tube or a metal can.



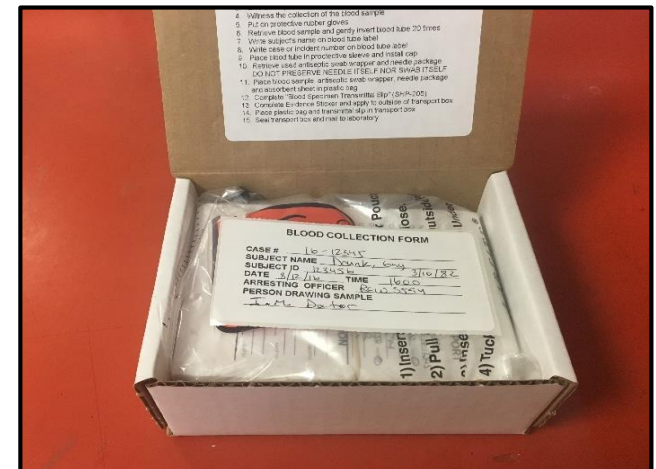
SECTION 10

OSP BLOOD AND URINE KITS

The OSP blood and Urine kits are on the shelves in debriefing. Follow the directions on the inside of the kit and use the materials provided.

A. BLOOD DRAW KITS

1. If consensual draw, ensure the suspect signs the consent to search card.
2. Provide the nurse or phlebotomist with an approved blood draw kit.
3. Ensure the kit is not expired by checking the labels on the blood tubes.
4. Witness the collection of the sample.
5. Using gloved hands, retrieve the sample. Invert the tube 20 times.
6. Write the suspects name, case number, date and time of draw on the tube.
7. Place tubes back into styrofoam holder.
8. Complete the information on the "Police Officer's Report" label.
9. Place the styrofoam holder inside the plastic bag, remove excess air and seal.
10. Complete the Blood Collection Form.
11. Place sealed bag and Blood Collection Form inside original box.
12. Seal utilizing the seals from inside the box. Initial, date across seals.
13. Complete a SPD evidence label and affix it to the box. Included the number of vials on the label.
14. Submit to property control

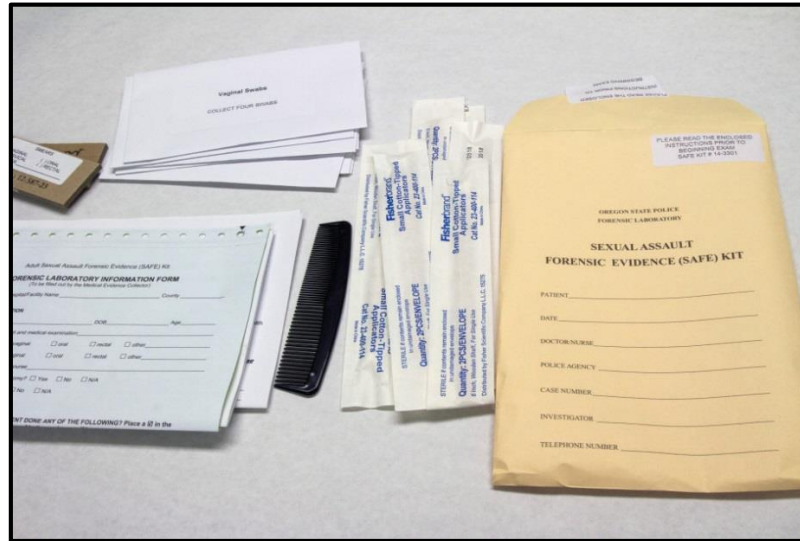


B. URINE COLLECTION KITS

1. If consensual, ensure the Consent to Search card is signed.
2. Escort suspect to the restroom.
3. Wearing gloves, open the Urine Collection Kit. Open the sealed package that contains the urine cup.
4. Open the cup and verify that it is empty. Do not touch inside the cup or blow in it.
5. Hand the urine cup to the suspect.
6. Instruct the suspect to fill the cup at least half-way. Tell the suspect to not flush or wash his/her hands after filling the cup. Instruct them to hand the cup to you once they fill it. Caution the suspect against adding water or otherwise tampering with the evidence.
7. Retrieve sample cup. Confirm it is at least half full. Replace Lid.
8. Fill out red evidence tape seal. Apply to evidence cup as directed by seal.
9. Place evidence cup inside the provided plastic bag, remove excess air and seal.
10. Complete information label and place inside box.
11. Close box and seal with provided evidence seal. Additionally seal with evidence tape. Initial/date seal and evidence tape.
12. Complete a SPD evidence label and affix to box. Include the number of samples contained in the box on the label.
13. If Property Control is open, submit to Property Control as usual.
14. When Property Control is closed:
Follow the directions in the Property Packaging Manual for submission procedures.



SECTION 11 SEXUAL ASSAULT FORENSIC EVIDENCE (SAFE KITS)



Officers logging in a SAFE kit from E.R. must:

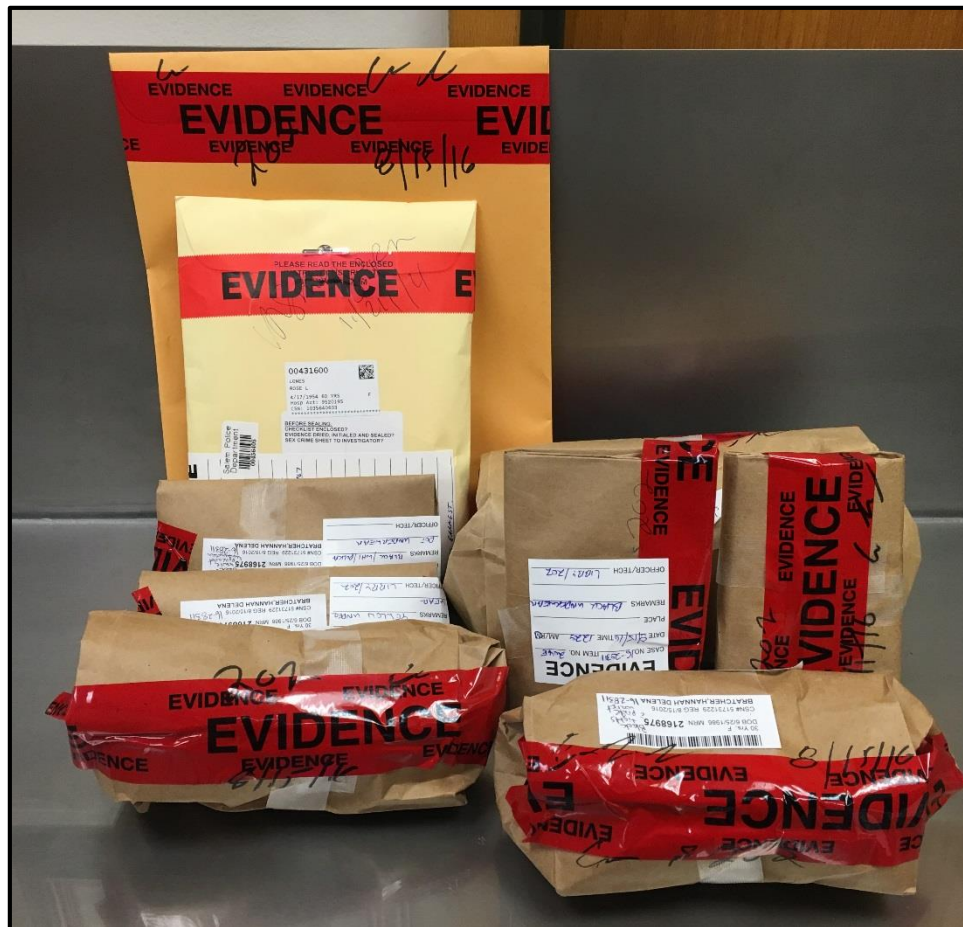
1. Open the large bag and take out the smaller individual bags/envelopes.
2. Each of the smaller bags/envelopes need to be individually marked with an item number (E/1, E/2, etc.), case number, date, crime, officer's name and documented on a three-part detail page. It is not necessary for the officer to actually verify the contents of the individual evidence packages. Officers can acknowledge the receipt of the evidence by indicating it was packaged by "S.A.N.E Nurse Smith" prior to being transferred to them.
3. Packaging officer must verify the vial/urine container count is annotated on the packaging. OSP will not accept the evidence if it does not have the correct number annotated on the exterior of the packaging. Check with the S.A.N.E. nurse if it is not present.
4. Place the items in the appropriate evidence locker. Any items loose in the main bag must be packaged, labeled, and given an evidence number.
5. Complete a yellow Oregon State Police Forensic Services Request – Sexual Assault Form. Submit with the evidence.
6. In the past, photographs were provided to officers on an SD card, along with other evidence collected during the exam. Currently, officers may be provided a CD with copies of photographs if the officer is at the hospital when the examination is completed. In those cases, the officer will document and enter that CD into evidence just like any other piece of evidence. If the officer is not at the hospital when the exam is conducted NO photographs will be provided. The assigned detective will need to retrieve the photographs from the hospital's records department.

Some SAFE kits contain urine samples, which need to be refrigerated right away and should be handled as such:

1. Pick up the SAFE kit at the hospital from the SANE nurse – the SANE nurse will tell you the kit needs to be refrigerated.
2. Bring the SAFE kit and the evidence to the station immediately– process the evidence as usual (make sure evidence items are separated and not packaged together, separately labeling each package with our evidence stickers). All items other than the actual SAFE kit will be stored in a regular evidence locker at Property Control.
3. Complete a yellow Oregon State Police Forensic Services Request – Sexual Assault Form. Submit with the evidence.
4. The actual SAFE kit (small sealed box) needs to be labeled and packaged as you normally would. The kit needs to be stored in the evidence refrigerator, which has been classified in PRIORS as DUII Fridge.
5. When Property Control is open: Let one of the Evidence Technicians know the SAFE kit needs to be refrigerated.
6. When Property Control is closed: Refer to the Property Packaging Manual for proper submission procedures.

For “Jane / John Doe” Kits:

Submit the SAFE kit as outlined above, except do not complete the Oregon State Police Forensic Services Request.



Oregon State Police Forensic Services Request - Sexual Assault Form			
<input type="checkbox"/> Rush Reason: _____		Lab Use Only Start Date: _____ Analyzed: _____ Lab Case # _____	
Agency: <u>Salem Police</u> Date Recd: _____ Agency Case # <u>17-12345</u> Secondary Agency: _____		DA Contact (person): _____ <input type="checkbox"/> Additional Suspect Info Only <input type="checkbox"/> Previous Evidence Submitted Secondary Agency Case # _____	
Offense: <u>Sex offense</u> Last (Individual # 1): <u>Smith</u> <input type="checkbox"/> No Suspected/ATC Search <input type="checkbox"/> Support <input type="checkbox"/> Victim <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female Race: <u>W</u> DOB (month/year): <u>01/02/77</u> SID # _____ FBI # _____ First: <u>Jolene</u> Middle: <u>C</u> Last (Individual # 2): <u>Babany</u> <input checked="" type="checkbox"/> Support <input type="checkbox"/> Victim <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female Race: <u>W</u> DOB (month/year): <u>12/31/79</u> SID # _____ FBI # _____ First: <u>Ima</u> Middle: <u>T</u> Last (Individual # 3): _____ <input type="checkbox"/> Support <input type="checkbox"/> Victim <input type="checkbox"/> Male <input type="checkbox"/> Female Race: _____ DOB (month/year): _____ SID # _____ FBI # _____			
Investigating Officer (Please Print): <u>R. Wilson</u>		Phone # of Investigating Officer: <u>(503) 584 6123</u> Email of Investigating Officer: <u>rwilson@cityofsalem.net</u>	
The following questions must be answered prior to submission of evidence to the laboratory. See attachment or reverse side for an explanation to these questions.			
Is the victim wishing to remain anonymous?		Yes	No
Is there documentation to indicate a crime was committed? (Must be yes for CODIS entry?)		X	X
Is the victim or suspect affiliated with a college or university?		X	X
Has the investigator established the identity of the suspect?		X	X
Does the case involve serious bodily harm or threats of violence?		X	X
Does the suspect have a history of causing serious bodily harm when committing a sexual assault?		X	X
Is there a reason to believe that the suspect is a serial offender?		X	X
Was the victim considered incapable of consenting to a sexual act under ORS 163.315? If yes, how?		X	X
<input type="checkbox"/> Under 18 years of age <input type="checkbox"/> Mentally defective <input checked="" type="checkbox"/> Physically helpless The Oregon State Police Forensic Services Division reserves the right to select appropriate methods of analysis based on the type of evidence and information provided.			
Lab Exhibit	Agency	Description of Evidence (Please include evidence with appropriate volume, if applicable)	Requested Service
		1/E victim's underwear	process for DNA
		2/E victim's blood sample	process
Submitted to Lab By (Please Print): _____		Submitted to Lab By (Signature): _____ Date Submitted: _____	
Submitted via: <input type="checkbox"/> UPS <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Certified Mail <input type="checkbox"/> Other _____ Date / Time: _____		LAB USE ONLY Lab Staff: _____ Evidence Transfer or Referral Received From: _____ Via: <input type="checkbox"/> UPS <input type="checkbox"/> Date / Time: _____ Lab Staff: _____ Item(s) <input type="checkbox"/> Submission	